Submission of Reading Lists to the Library Learning Resources Team
Session 1, 2012

The closing date for receipt of Session 1 reading list material for the Reserve, e-Reserve and 7 Day Loan collections is Monday 23rd January, 2012.

Reading lists received after this date may not be processed by the beginning of the session.

Staff convening Units in Session 3 (Jan-Feb 2012), should contact Learning Resources staff immediately. See contact details below.

To assist our processing, we want you to send your list as an email attachment (MS Word format, .doc or .docx) to: lib.reserve@mq.edu.au

The list itself must be set out in a weekly or topical format, being the order in which students will require material. Books or AV items required for the Reserve collection should be annotated with a double asterisk (**), while items intended for the Seven Day Loan collection should be annotated with a single asterisk (*).

Book chapters or journal articles required for e-Reserve should be annotated with either ‘E’ (meaning that they are essential readings) or ‘G’ (meaning that they are general, non-compulsory readings).

To meet legal obligations, book chapters and journal articles made available electronically MUST be held by e-Reserve, being the University’s designated repository for this type of material. Breaches of copyright or database licensing may occur if documents are placed directly into the learning management system. FAQs relating to e-Reserve and copyright can be found at: http://www.library.mq.edu.au/academic-staff/ereserve-faqs.html

If a reading list is not annotated, it will be assumed that nothing on that list will be required for Reserve or e-Reserve.

Staff wishing to reactivate e-Readings from a previous semester should contact the Learning Resources team directly.

Processing priority of new material will be given to staff who can provide originals or high quality copies of essential readings. The required standard for these documents is listed at: http://www.library.mq.edu.au/borrowing/e-readings.html

Books and other 'hard copy' materials may be brought to the Reserve counter on level 2 of the Library, at any time, for inclusion into the Reserve or 7 Day Loan collections.

For more information about Learning Resources procedures, refer to: http://www.library.mq.edu.au/academic-staff/reserve-for-academic-staff.html

Please forward this message to casual/contract staff who may not otherwise receive it.

Any queries can be directed to lib.reserve@mq.edu.au, or ring (02) 9850 7551 and ask for a member of the Learning Resources team.